

City Of Orangeburg

REQUEST FOR PROPOSAL (RFP)

Government Public Information Services



LANDSCAPE SERVICES (Selected Locations)

City Of Orangeburg
367 Green Street
Orangeburg, South Carolina 29115
Phone:803-533-6020

Prepared By: Shawn Taylor, Parks Director
Date: July 1, 2024

The City of Orangeburg is seeking proposals from qualified commercial landscape firms for the landscape management of selected City managed properties within Orangeburg County. We aim to ensure our outdoor spaces remain pristine and inviting through comprehensive landscape maintenance services.

Properties Included: (but not limited to)

Group 1

- 301 North – This sign is across from Trump Motel on US 301 North.
- 301 South – By Edisto Test Garden
- Hwy 178 East – This sign is located across from SCDOT.
- Hwy 178 West – This sign is across from Lowes.
- US 21 South – This sign is at the area where US 21 goes from 2 lanes to 4 lanes.
- US 21 North- This sign is located adjacent to the FBC Family Life Center.
- Hwy 601 North - This sign is located across from OC Tech.
- Hwy 33 North – This sign is across from Bojangles.
- Goff Ave. – This sign is at the intersection of Goff and Chestnut St.
- Edisto Gardens – This sign is in the flower bed at Albergotti baseball field.
- Orangeburg Airport – This sign is on the tarmac at Orangeburg Airport.

Group 2

- New City Gym (410 Broughton Street)
- Park & Rec Admin Office & Public Safety Headquarters
- Soccer Fields at Hillcrest

Group3

- Fire Stations (3)
- Magnolia from Chestnut to past Zeus
- Hwy 301, from City Limit at Superior Honda to the bridge before you cross the river
- Boulevard Street (around the fence put up by SCDOT and if there is no fence, up to Russell Street from the curb 2 feet out toward the Railroad track.)

SCOPE OF WORK

The scope of work includes, but is not limited to, the following:

Services provided at the above address include all yard/tree debris and trash pick-up, grass cutting, raking, weeding flowerbeds, edging walkways, beds, weed eating/and pruning as directed. Bi-Weekly account will have an additional cost when trimming of shrubs and trees. Grass, leaves, etc. will not be blown toward bed areas or wooded areas. We will also blow all concrete areas and patios as well as clean up leaves in the fall. We expect the landscaping firm to have mulch, pine straw, or weed control barrier, as well as all necessary equipment to complete tasks. Any work or materials held outside this lawn maintenance contract will be an additional cost.

Number of Services

26 Bi-Weekly visits (2 visits each month January through December, some months have 3 visits)

INSURANCE

The landscaping firm shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The city is to be added as an “additional insured”. This MUST be written in the description section of the insurance certificate and a copy of the certificate should be supplied to the city.

Any costs for adding the City as “additional insured” will be at the landscaping firm’s expense. Commercial General Liability Insurance covering premises-operations, products-completed operations, contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000.

PROPOSAL SUBMISSION

Interested parties must submit their proposals no later than July 19, 2024. Proposals should include:

- Company profile and relevant experience.
- Proposed concept and methodology.
- Detailed breakdown of costs, including labor, materials, and any additional expenses.
- References from previous clients.
- Deadline for Questions. All questions regarding this RFP must be submitted by July 12, 2024

SELECTION PROCESS

The City of Orangeburg reserves the right to:

- Reject any or all proposals.
- Award a partial proposal.
- Waive any informalities or irregularities in the proposal submission process.
- Negotiate further with any proposing parties.
- Withdraw the RFP if deemed in the best interest of the City.
- Terminate any services at the City's discretion within the terms of the contract.
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The selection process may require additional submittals and an interview/presentation by the selected service provider.

Once a proposal is selected, a Contract will be drafted by the City. Until signed by the City Administrator or designee, there is no agreement. Acceptance of proposals does not guarantee

the City will offer or continue with the service provider. The City may discontinue or decide not to offer the service contract at its discretion. Non-responsive proposals will be rejected.

NO OBLIGATION CONTRACT

Submission of any proposal does not obligate the City of Orangeburg Parks and Recreation Department to award a contract for services specified herein.

REJECTION OF PROPOSAL

The City reserves the right to reject any and all proposals received without penalty and may choose not to issue a contract as a result of this RFP.

FAILURE TO COMPLY

Respondents are hereby notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

Must comply with all vendor requirements outlined on the City Vendor page:

<https://www.orangeburg.sc.us/vendor-information>

The City of Orangeburg is asking that all RFP's be submitted by Friday, July 19, no later than 12 noon. RFP's can be submitted via fax, email or mail to the attention of Purchasing Agent, 367 Green Street, Orangeburg, SC 29116.

If you have any questions about this project, please contact Shawn Taylor at (803) 533-6020.

We look forward to receiving your proposals.

Shawn Taylor
Parks and Recreation Director
City of Orangeburg

SELECTION SCHEDULE

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| 1. RFP Posted | July 01, 2024 |
| 2. RFP Due | July 19, 2024 by 12:00 pm EST |
| 3. CITY Staff Review | Aug 09, 2024 or sooner |
| 4. CITY Staff Decision | Aug 16, 2024 or sooner |